

2021-2023
Domestic
Violence
Prevention and
Treatment RFP
Webinar



December 18, 2020

Thanks for joining us today:

Please keep your lines muted during the presentation.

Webinar is being **recorded**. It will be on ICJI website by next Tuesday, December 22nd.

Questions and Answers at the end.

Feel Free to utilize the chat box during the webinar.

Accessing the RFP

Funding: Indiana General Assembly

Status: Open

Overview

The Domestic Violence Prevention and Treatment Grant program was created by the Indiana General Assembly in 1992 to support Indiana's domestic violence centers, offer domestic violence training for service providers and expand services to treat and prevent domestic violence. As the State Administering Agency (SAA), the Indiana Criminal Justice Institute is responsible for administering DVPT funds.

Request for proposals 2021-2023

Applications must be submitted electronically through [IntelliGrants](#) and are due by Monday, January 18, 2021.

| | |
|-------------------------|---|
| Eligible Entities | + |
| Allowable Activities | + |
| Ineligible Budget Items | + |
| Required Attachments | + |

Located on ICJI Website (www.in.gov/cji)

- Open Solicitations
 - Domestic Violence Prevention and Treatment grants
 - Request for proposals 2021-2023



2021-2023 Domestic Violence Prevention and Treatment Grant Application

Application opened: Monday, December 14th at 9 AM

Application closes: Monday, January 18, 2021 at 11:59 PM

Applicants are strongly encouraged to submit applications 48 hours prior to the deadline.


Award Period for DVPT: July 1, 2021 to June 30, 2023 (24-month award period)

Projects should begin on July 1, 2021 and must be in operation no later than 60 days after this date. Failure to have the funded project operational within 60 days from July 1, 2021 will result in the cancellation of the grant and the de-obligation of all awarded funds.



Overview:

The Domestic Violence Prevention and Treatment (DVPT) grant fund is established in Indiana Code and may be used in the following ways: (1) to establish and maintain domestic violence prevention and treatment centers, (2) to develop and establish training programs for professional, paraprofessional or volunteer personnel who are engaged in areas related to the problems of domestic violence, and (3) to develop and implement the means for prevention and treatment of domestic violence.



Important Note in RFP:

The DVPT program is funded by the Indiana General Assembly through the state's biennial budget. Since this grant cycle is governed by the 2021-2022 budget, which is up for consideration next year, all awards are subject to change and may be modified, reduced or discontinued depending on the funding allocated during the upcoming legislative session.

A large, abstract orange watercolor splash shape occupies the left side of the slide, serving as a background for the title and introductory text.

Entities Eligible for DVPT Funding:

(An entity is eligible to receive funding if it furnishes, agrees to furnish, or arranges with a third party to furnish all the following services)

- (1) Emergency shelter provided either at the center or by arrangement at temporary residential facilities available in the community, that are available to a person who fears domestic or family violence.
- (2) A twenty-four (24) hour telephone system to provide crisis assistance to a person threatened by domestic or family violence.
- (3) Emergency transportation services, if necessary, to aid victims of domestic or family violence.
- (4) Information, referral, and victim advocacy services in the areas of health care assistance, social and mental health services, family counseling, job training and employment opportunities, legal assistance, and counseling for dependent children.

Allowable Activities with DVPT funds:


(1) Support the operations and service delivery of residential and nonresidential domestic violence programs statewide. These activities include:

- Providing emergency shelter. Shelter may be provided either at a residential facility or by arrangement at temporary residential facilities available in the community.
- Providing 24-hour crisis intervention, information and referral, support and advocacy.
- Providing emergency transportation services.
- Providing information, referral, and victim services in the areas of housing, health care advocacy, social and mental health services, family counseling, job training and employment opportunities, and legal assistance and counseling for dependents.
- Retaining and/or expanding agency staffing to support program activities.
- Providing organizational management and infrastructure support. Activities may include, but are not limited to: governance, internal controls and policies, compliance and monitoring, fiscal management, and human resources. No more than twenty percent (20%) of an applicant's total requested grant funds may be allocated toward providing organizational management and infrastructure support.

(2) Expand basic domestic violence services to underserved and unserved communities. Basic services may be provided by shelters, satellite offices operated by an existing program, and/or non-residential service providers who provide advocacy services.

(3) Develop and establish a primary prevention initiative that addresses risk and protective factors related to domestic violence.

- Primary prevention initiatives are defined as a systematic process that promote safe and healthy environments and behaviors, primary prevention strategies seek to prevent first-time perpetration or victimization, (i.e., teen dating violence, healthy relationships). The CDC Technical Packages for Violence Prevention can be found at <https://www.cdc.gov/violenceprevention/pub/technical-packages.html>.



Continued Allowable Activities with DVPT funds....

(4) Develop and establish training programs for professionals, paraprofessionals, or volunteers who are engaged in the areas related to the prevention or intervention of domestic violence. Training includes training others in the community as well as staff and volunteer training.

(5) Develop a coordinated effort to address the system response to domestic violence. A system response can include:

- Collaboration with local or statewide agencies and organizations that interface with survivors.
- Providing technical assistance to agencies that work with survivors.
- Participating or collaborating with a local task force, commission or advisory council to address domestic violence.

(6) Increase organizational capacity through meeting data collection and technology needs.

(7) Provide emergency one-time flexible funding to support survivors' immediate financial needs. Emergency financial assistance is defined as financial assistance not to exceed \$500 per client that assists survivors with re/establishing their lives free of domestic violence. This may include but is not limited to rental assistance, utility deposits, car repairs, phone costs. A maximum of \$10,000 per agency may be requested for emergency financial assistance and supporting documentation will be required for reimbursement.

(8) Provide or coordinate language access services for victims/survivors of domestic violence. Language access allows for people with limited English proficiency to use and benefit from a wide range of services. Any organization that receives funding is required to provide language access to its services. Types of language access services include in-person (face-to-face) interpreting, remote (telephone & video) interpreting, and document translation.

Ineligible Items

- (1) Administrative costs over 10% of the total grant budget including time to complete DVPT required time and attendance sheets and programmatic documentation, reports, and required statistics; administrative time to collect and maintain satisfaction surveys and needs assessments used to improve services delivery within the DVPT funded project; and the prorated share of audit costs,
- (2) Direct financial assistance to a client such as cash, gift cards, or checks
- (3) Food and beverages except emergency food and beverage for victims
- (4) Lobbying,
- (5) Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions) and time spent procuring funding including completing federal and state funding applications,
- (6) Purchase of real estate,
- (7) Construction,
- (8) Physical modification to buildings, including minor renovations (such as painting or carpeting),
- (9) Vehicles,
- (10) **Overtime is allowed but to claim the increased rate, there must be a separate line item in the budget that includes the overtime rate of pay.**

A collection of colorful geometric shapes including a blue circle, a green triangle, a yellow vertical bar, an orange semi-circle, a blue circle, a green square, and a large orange circle with yellow dashed lines, scattered across the left side of the slide.

Initiating an application in IntelliGrants

<https://intelligrants.in.gov>

Steps to initiating an application in IntelliGrants (ICJI's Grant Management system):

- Log into your IntelliGrants account
 - If you do not have an account, then you can obtain one on the home screen of intelligrants (New User?)
- On the “**MY HOME**” page access the “**VIEW AVAILABLE PROPOSALS**” section
- Click on **VIEW OPPORTUNITIES**
- Intelligrants will take you to the My Opportunities page
- Access the **2021 Domestic Violence Prevention & Treatment Grant (DVPT)** Application
- Select “**Apply Now**”

[My Home](#)[My Applications/Grants](#)[My Program Reports](#)[My Fiscal Reports](#)[My Reimbursement Requests](#)[My Monitoring Reports](#)[My Audit Reports](#)[My Progress Reports](#)[My Earned Interest Reports](#)[My Training Materials](#)[My Organization\(s\)](#)[My Profile](#)[Logout](#)[SHOW HELP](#)

Welcome Sarah

SubGrantee Administrator

[Change My Picture](#)

Instructions:

Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Sarah, please choose an option below.



View Available Proposals

You have 3 opportunities available.

Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

2021 Domestic Violence Prevention & Treatment Grant (DVPT)

Offered By:

Indiana Criminal Justice Institute

Applications Availability Dates:

12/14/2020-01/18/2021

Applications Period:

07/01/2021-06/30/2023

Applications Due Date:

01/18/2021

Description:

The Domestic Violence Prevention and Treatment (DVPT) Grant Fund is established in Indiana Code and may be used to establish and maintain domestic violence prevention and treatment centers in offering basic services to victims of domestic violence.

[APPLY NOW](#)

[NOT INTERESTED](#)



DVPT Application

Forms that need to be completed:

Contact

Project Information

Programmatic Information

Problem Statement & Analysis

Goals, Objectives, & Outcomes

Program Descriptions

Evidence Based/Best Practices

Use of Volunteers

Budget

Budget Narrative

Attachments

 Back

Document Location: [DVPT-2021-00003](#)

 [Details](#)

DOCUMENT SNAPS

Division: Victims

Project Director:

Program Manager:

Grant Period Start and End Dates: 07/01/2021 - 06/30/2023

Fiscal Agent:

Award Amount:

Federal ID:

Contact:






DUNS Number:

Vendor ID: 0000063954

Program Location:

Project Title:

Project Summary:

- 
- 
- 
- 
- 
- Contact
 - Points of Contact for the grant (CJI will notify these individuals of your award notice)
 - Project Information
 - SAMs Registration must be up-to-date
 - Audit
 - If you receive more than \$750,000 in grant funds you are required to have an audit. This will be requested if CJI is aware that you receive more than \$750,000.
 - Programmatic Information
 - Information about your proposed DVPT grant
 - Problem Statement & Analysis

- Goal, Objective, and Outcomes

- The goal should directly address the problem identified in the Problem Statement.
- Objectives are the steps needed to achieve goals. Objectives should be concrete, action-oriented, measurable and Specific, Measurable, Achievable, Realistic, Timely (SMART).
 - Example of Objective: From July 1, 2021 to June 2023, a minimum of 300 survivors of domestic violence will be provided supportive service.
- Outcomes measure objectives and are criteria for how the program is deemed to be effective.
 - Example of Outcome: A minimum of 85% of survivors will participate in case management with an advocate.

- Program Description

- What? Who? Where? Why? When? How?

- Evidence Based/Best Practice

- Use of Volunteers

Budget

The submitted budget will need to reflect Year 1 and Year 2 of funding on every expense. Funds designated under Year 1 must be spent in Year 1 and will not be available in Year 2. The same is true of Year 2. Funds designated under Year 2 will not be available in Year 1. During any Project Modification Request funds will not be able to be moved between years.

Personnel

PERSONNEL

Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button to save information and calculate data on each page.
- To add additional rows, click the **SAVE** button.
- Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, you may use the **SAVE/NEXT** or **NEXT** buttons above.
- To return to the Forms menu, click the Forms Menu link above.

What type of personnel do you wish to enter?

- ☒ Salaried
☒ Hourly
☐ Law Enforcement Pool
☐ Pool
☐ Volunteer

SALARIED

| <u>Position</u> | <u>Name</u> | <u>Fund Type</u> | <u>Employee Type</u> | <u>Annual Salary</u> | <u>Percentage</u> | <u>COST</u> |
|------------------|------------------|------------------|----------------------|----------------------|-------------------|--------------------|
| Case Manager | Jane Doe- Year 1 | Grant | Full-time | \$50,000.00 | 95% | \$47,500.00 |
| Case Manager | Jane Doe- Year 2 | Grant | Full-time | \$51,000.00 | 95% | \$48,450.00 |
| Personnel Total: | | | | | | \$95,950.00 |

HOURLY

| <u>Position</u> | <u>Name</u> | <u>Fund Type</u> | <u>Employee Type</u> | <u>Hourly Rate</u> | <u>Number of Hours</u> | <u>Percentage</u> | <u>COST</u> |
|-------------------|--------------------------|------------------|----------------------|--------------------|------------------------|-------------------|-------------|
| Advocate | Joe Smith- Year 1 | Grant | Part-time | \$15.50 | 1040 | 50% | \$8,060.00 |
| Advocate | Joe Smith - Year 2 | Grant | Part-time | \$16.25 | 1040 | 50% | \$8,450.00 |
| Overtime Advocate | Joe Smith - Year 1 OT | Grant | Part-time | \$23.25 | 50 | 50% | \$581.25 |
| Overtime Advocate | Joe Smith - Year 2 OT | Grant | Part-time | \$24.38 | 50 | 50% | \$609.50 |

EMPLOYEE BENEFITS

Instructions:

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- To return to the Forms menu, click the Forms Menu link above.
- Benefit Percentage is the percentage of the benefit type that the subgrantee is seeking reimbursement from grant funds or will be using as match.
- Calculated Annual Cost of Benefits is the annual monetary amount of the benefit type.

| Name | Position | Employee Type | Fund Type | Benefit Type | Benefit Percentage | Calculated Annual Cost of Benefit | COST |
|----------------------|--------------|---------------|-----------|--|--------------------|-----------------------------------|------------|
| Jane Doe- Year 1 ▾ | Case Manager | Full-time | Grant ▾ | FICA (Social Security & Medicare) Unemployment Compensation Health insurance | 95 % | 3825 | \$3,633.75 |
| Jane Doe- Year 2 ▾ | Case Manager | Full-time | Grant ▾ | FICA (Social Security & Medicare) Unemployment Compensation Health insurance | 95 % | 3901.50 | \$3,706.43 |
| Joe Smith- Year 1 ▾ | Advocate | Part-time | Grant ▾ | FICA (Social Security & Medicare) Unemployment Compensation Health insurance | 50 % | 1233.18 | \$616.59 |
| Joe Smith - Year 2 ▾ | Advocate | Part-time | Grant ▾ | FICA (Social Security & Medicare) Unemployment Compensation Health insurance | 50 % | 1292.85 | \$646.43 |

Employee Benefit

Supplies & Operating

SUPPLIES & OPERATING EXPENSES

Instructions:

- All required fields are marked with an *.
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- To proceed to the next page, you may use the **SAVE/NEXT** or **NEXT** buttons above.
- To return to the Forms menu, click the Forms Menu link above.
- Supplies are defined as tangible personal property having per unit acquisition threshold of less than \$500.
- Operating Expenses are defined as daily costs that are required to support the normal everyday functioning of your program, such as utility bills, rent, or phone services.

| <u>Supply Item</u> | <u>Fund Type</u> | <u>Number of Units</u> | <u>Price Per Unit</u> | <u>Percentage</u> | <u>Cost</u> |
|--|------------------|----------------------------|-----------------------|-------------------|-----------------|
| Year 1 Institutional Supplies - Toilet Paper, Napkins, Paper Towel, Kleenex, Clorox Wipes | Grant | 2 | \$499.99 | 12% | \$120.00 |
| Year 2 Institutional Supplies - Toilet Paper, Napkins, Paper Towel, Kleenex, Clorox Wipes | Grant | 3 | \$499.99 | 12% | \$180.00 |
| Supplies Expenses - Total: | | | | | \$300.00 |

| <u>Operating Expense</u> | <u>Fund Type</u> | <u>Amount</u> | <u>Percentage</u> | <u>Cost</u> |
|---|------------------|---------------|-------------------|-------------|
| Year 1 - utilities (water, electric, trash, gas) | Grant | \$56,000.00 | 12% | \$6,720.00 |
| Year 2 - utilities (water, electric, trash, gas) | Grant | \$58,500.00 | 12% | \$7,020.00 |

Equipment

EQUIPMENT

Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button to save information and calculate data on each page.
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- Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, you may use the **SAVE/NEXT** or **NEXT** buttons above.
- To return to the Forms menu, click the Forms Menu link above.
- Equipment is defined as tangible personal property having per unit acquisition threshold greater than or equal to \$500.

| <u>Equipment Item</u> | <u>Fund Type</u> | <u>Number of Units</u> | <u>Price Per Item</u> | <u>Percentage</u> | <u>COST</u> |
|------------------------------|------------------|------------------------|-----------------------|-------------------|-------------|
| Laptop for Advocate - year 1 | Grant | 1 | \$750.00 | 50% | \$375.00 |

Equipment - Total: **\$375.00**

Travel

- All required fields are marked with an *.
- Use the **SAVE** button to save information and calculate data on each page.
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- To return to the Forms menu, click the Forms Menu link above.
- Please reference the solicitation for additional instructions.

| <u>Number of Travelers</u> | <u>Purpose of Travel</u> | <u>Location of Travel</u> | <u>Travel Expense</u> | <u>Fund Type</u> | <u>Quantity Per Traveler</u> | <u>Cost Per Day, Item, or Mile</u> | <u>Percentage</u> | <u>Cost</u> |
|----------------------------|--------------------------|---------------------------|-----------------------|------------------|------------------------------|------------------------------------|-------------------|-------------|
| 1 | Program Travel ▾ | year 1 - county wide | Mileage ▾ | Grant ▾ | 500 | \$0.39 | 100 % | \$195.00 |
| 1 | Program Travel ▾ | year 2 - county wide | Mileage ▾ | Grant ▾ | 500 | \$0.39 | 100 % | \$195.00 |



Consults and Contractors

CONSULTANTS AND CONTRACTORS

Instructions:

1. All required fields are marked with an *.
2. Use the **SAVE** button to save information and calculate data on each page.
3. To add additional rows, click the **SAVE** button.
4. Save at least every 30 minutes to avoid losing data.
5. To proceed to the next page, you may use the **SAVE/NEXT** or **NEXT** buttons above.
6. To return to the Forms menu, click the Forms Menu link above.
7. Consultant is defined as an individual or sole proprietorship who provides professional advice or services needed to carry out the project or program.
8. Contractor is defined as a business organization that provides professional services via a contract needed to carry out the project or program.

Consultants

| <u>Name</u> | <u>Service Provided</u> | <u>Fund Type</u> | <u>Hourly Rate</u> | <u>Number of Hours</u> | <u>Percentage</u> | <u>Cost</u> |
|-------------|-------------------------|------------------|--------------------|------------------------|-------------------|-------------|
| | | ▼ | | | % | |
| | | ▼ | | | % | |
| | | ▼ | | | % | |
| | | ▼ | | | % | |
| | | ▼ | | | % | |

Consultant - Total: \$0

Contractors



| <u>Name/Position</u> | <u>Service Provided</u> | <u>Fund Type</u> | <u>Compensation</u> | <u>Percentage</u> | <u>Cost</u> |
|----------------------|-------------------------|------------------|---------------------|-------------------|-------------|
| Year 1 - Smith & Doe | Audit | Grant ▼ | 6000 | 12 % | \$720.00 |
| year 2 - Smith & Doe | Audit | Grant ▼ | 6750 | 12 % | \$810.00 |
| | | ▼ | | % | |
| | | ▼ | | % | |
| | | ▼ | | % | |
| | | ▼ | | % | |
| | | ▼ | | % | |

Contractors - Total: \$1,530.00



Important Note:

All grants from ICJI Victim Services are reimbursement grants, which means that agency must first incur the expense prior to ICJI reimbursing for the expense. Verification of expenses along with verification of payment of expenses must be provided to ICJI on a monthly or quarterly basis prior to reimbursement of expenses by ICJI.





Budget Narrative

- Be sure all items in the Budget are included in the Budget Narrative.
- Grant reviewers **are not** required to contact you for clarification.
- Any missing information in this section may disqualify that budget item for funding.

Attachments:

1. Total Agency Budget
 - Found on ICJ's website (<https://www.in.gov/cji/victim-services/resources/>) – Nonprofit Applicant Budget Form
2. Sustainability Plan
 - Your plan to maintain the program once the grant funds expire
3. Timeline
 - Outlining the completion of the project/ or expenditures of the grant funds
4. Letters of Endorsement
 - For this program specifically
5. Miscellaneous
 - Job Descriptions for any position listed in personnel
 - If applicable any contracts

-
- For technical assistance contact the ICJI Helpdesk at CJIHelpDesk@cji.in.gov. Help Desk hours are Monday – Friday, 8:00 am to 4:30 pm ET, except state holidays.
 - *ICJI is not responsible for technical issues with grant submission within 48 hours of grant deadline.*
 - For assistance with any other requirements of this solicitation, please contact The Victim Services Division at ICJI.

Questions?

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Thanks for attending!

Presenter:

Sarah Strevels, Victim Services Program Specialist

ssstrevels@cji.in.gov

317-234-4387